

# **OCCUPANT EMERGENCY PLAN *HANDBOOK***

**Emergency action procedures for building occupants and emergency evacuation personnel in the event of fire, explosion, terroristic threats, or other emergencies that may occur at CDC ATSDR facilities**



# CONTENTS

---

<b>Purpose</b>	<b>3</b>
<b>Applicability</b>	<b>3</b>
<b>Authority</b>	<b>3</b>
<b>Recommended Curriculum for OEP Personnel and Others</b>	<b>3</b>
<b>Personnel Responsibilities</b>	<b>4</b>
<b>Emergency Evacuation Personnel Responsibilities</b>	<b>5 – 7</b>
<b>Provisions for Persons with Disabilities (PWD's)</b>	<b>7</b>
<b>Emergency Communications Systems</b>	<b>8</b>
<b>Designated Assembly Areas</b>	<b>9</b>
<b>Occupant Emergency Evacuation Procedures</b>	<b>10 - 11</b>
<b>Severe Weather Procedures</b>	<b>12 – 14</b>
<b>Appendices</b>	
A. Request For Emergency Evacuation Assistance	15
B. Personnel Accountability Form	16
C. Evacuation Preparedness Self-Evaluation Checklist	17 - 18

## **Purpose**

The purpose of the Occupant Emergency Plan (OEP) is to provide occupants of the Centers for Disease Control and Prevention/ Agency for Toxic Substances and Disease Registry (CDC/ATSDR) facilities with information and training about responsibilities and procedures to be followed in the event of an emergency situation. An emergency situation is any event that directly or potentially threatens the life or health of CDC/ATSDR employees, contractors, and visitors.

## **Applicability**

The provisions of the OEP are applicable to all employees, contractors and visitors at CDC/ATSDR facilities.

## **Authority**

The OEP is in accordance with the requirements of 29 CFR 1910.38 Employee Emergency Plans, Executive Order 12656 Assignment of Emergency Preparedness Responsibilities, and FPMR 101-20.504-4 Physical Protection.

## **Recommended Curriculum for OEP Personnel and others**

Emergency Evacuation Training for Coordinators, Monitors, and Evacuation Assistants	1 – 2 hours
Emergency Procedures for Building Occupants	Annual
Emergency Evacuation Drill(s)	Annual
Proper Use of Fire Extinguishers Training	1 hour
Safe Operation of Specialized Equipment for the evacuation of Persons With Disabilities (PWDs)	1 hour
Cardiopulmonary Resuscitation/Automatic External Defibrillator (CPR/AED)	8 hours
Standard First Aid/AED	8 hours

## **Personnel Responsibilities**

### **Office of Health & Safety (OHS)**

Responsible for developing, implementing, and evaluating the OEP for all CDC locations. Coordinates the selection, training and organizing of CDC/ATSDR personnel for carrying out the Evacuation Plan. Provides technical assistance to CIOs, Facility Managers, Field Safety Representatives, and Persons with Disabilities (PWDs) to determine the need for evacuation equipment (Evac - Chair), and adequate evacuation procedures. Schedules and evaluates the annual evacuation drills during the months of April or October, and evaluates the activities of the OEP Coordinators, Monitors and Persons with Disabilities (PWD) Evacuation Assistants at CDC/ATSDR Atlanta-based facilities.

### **Persons with Disabilities Coordinator, HRMO**

Assist in the development of procedures for the identification of CDC/ATSDR personnel and contractors requiring evacuation assistance and providing that information on routine basis to OHS.

### **Real Property and Space Management Liaisons**

Assist OHS in implementing and evaluating the OEP. Also, includes assisting in the coordination, selection and organization of personnel for carrying out the Evacuation Plan, planning and directing of evacuation drills, and supervising the activity of OEP Coordinators, Monitors and Evacuation Assistants at CDC/ATSDR leased facilities.

### **Management / Supervisors**

Managers/supervisors should be familiar with the OEP and shall designate emergency evacuation personnel including alternates, e.g., Floor Coordinators(s) and Monitors, in sufficient numbers to ensure proper coverage and to facilitate the evacuation of the work area (no more than 20 occupants per Monitor). In the absence of designated emergency evacuation personnel, managers/supervisors shall serve as emergency evacuation personnel and assume the responsibilities of Coordinators and Monitors. Managers/supervisors are also responsible for ensuring that provisions are implemented for the evaluation of Persons with Disabilities (PWD's) including the designation of Evacuation Assistants.

### **Employees**

Employees should be familiar with the Occupant Emergency Plan to know the proper protocol to follow for any type of emergency situation (i.e., reporting procedures, exits, routes, and designated evacuation assembly areas).

# Emergency Evacuation Personnel Responsibilities

## Coordinators

The Floor Coordinators take the lead in ensuring the evacuation of occupants on their designated floor. The Coordinators will be identified by their bright orange caps.

### Administrative Duties:

- Maintain current list of occupants located in their designated area. The Personnel Accountability Form has been provided for this purpose.
- Maintain a current list of Monitors and Evacuation Assistants and notify the OHS of changes in emergency personnel.
- Notify management if additional Monitors are needed.
- Forward copies of the Evacuation Preparedness Self-Evaluation Form to OHS at M/S A17.

### Evacuation Duties:

- Remain calm,
- Supervise the evacuation of their floor or designated area, i.e., providing oversight to Monitors and Evacuation Assistants, verifying closing of doors, and directing personnel to exits and assembly areas,
- Assist in the evacuation of PWDs and/or medical restricted individuals as needed.
- Verify that evacuation is complete,
- Direct all occupants to the designated Assembly Area,
- Account for all occupants with the assistance of Monitors at the designated Assembly Area,
- Notify the Security or Facility Personnel of occupants unaccounted,
- Ensure occupants remain at the designated Evacuation Assembly area until the **ALL CLEAR** is received by Security Personnel for re-entry.

### Post Evaluation:

- Meet briefly with Monitors and Evacuation Assistants after an evacuation to discuss problems.
- Complete the "Evacuation Preparedness Self-Evaluation Form" and include issues, problems, and corrective actions discussed in the post evacuation meeting, and forward to OHS at M/S A17.

# Emergency Evacuation Personnel Responsibilities

## Monitors

The Monitors assist the Coordinator in ensuring the evacuation and direction of occupants on their designated floor. They may have to assume the responsibilities and duties in the absence of the Coordinator. The Monitors will be identified by their bright orange caps.

### Administrative Duties:

- Assist the Coordinator in maintaining a current list of occupants assigned in their designated area. The Personnel Accountability Form has been provided for this purpose.

### Evacuation Duties:

- Remain calm,
- Direct occupants to exits and designates Assembly Areas,
- Provide PWDs and/or medical restricted individuals evacuation assistance as needed.
- Verify all offices, conference rooms, restrooms, and break rooms are vacant.
- Direct all occupants to the designated Assembly Area,
- Assist the Coordinator in accounting for all occupants at their Assembly Area.
- Notify the Coordinator of occupants unaccounted.
- Ensure occupants remain at the designated Assembly Area until the **ALL CLEAR** is received by Security Personnel for re-entry.

### Post Evaluation:

- Meet with Coordinator after evacuation to discuss problems, and complete the Evacuation Preparedness Self-Evaluation Form.

## Security Personnel

Assist with the verification of fire alarm activation, evacuation of occupants, and provide assistance to local emergency authorities.

### Evacuation Duties:

- Maintain security of their assigned duty locations.
- Direct occupants to exits and assembly areas.
- Restrict entry into the facility during evacuation.
- Provide traffic control during evacuation.
- Notify occupants by announcing "ALL CLEAR" to re-enter the facilities.

# Emergency Evacuation Personnel Responsibilities

## Evacuation Assistant(s)

The Evacuation Assistant(s) and Alternates are the primary individual(s) designated to providing assistance to persons with disabilities and Medically Restricted Individuals during and after an evacuation.

### Evacuation Duties:

- Upon notification of evacuation, the Evacuation Assistant will follow the Individual Evacuation Plan (IEP) for the PWD they are assigned to assist.

## Provisions for Persons with Disabilities (PWDs)

An Individual Evacuation Plan (IEP) is a detailed plan for an employee who has self-identified themselves as a Person with Disabilities (PWD) needing assistance during an evacuation. PWDs will be assisted in the evacuation and taken to a designated assembly area either by the Coordinator, Monitors, or Evacuation Assistant(s).

The formulation of an IEP consist of the following steps:

- An individual with a disability or medical restriction must self-identify a need for evacuation assistance during an emergency by submitting the "Request for Emergency Evacuation Assistance" form to the Office of Health and Safety at Mailstop A-17 or call 404-639-3112.
- A one-on-one meeting is scheduled to evaluate the extent of limitations; need for specialized evacuation equipment, i.e. evacuation chars or wheelchair; alternative evacuation routes, i.e. designated area of rescue within a protective stairwell; and outlined individual evacuation procedures.
- Determine responsibilities and assignments of Evacuation Assistants (EA) and Alternates.
- Development of interim evacuation procedures as needed prior to finalizing the written Individual Evacuation Plan (IEP).
- Conduct training for designated evacuation assistance personnel.

NOTE: PWD(s) shall inform their managers/supervisors whenever their original IEP needs to be updated. The PWD and manager/supervisor shall notify the OHS of these changes, including the loss of designated emergency evacuation personnel, e.g. Coordinators, Monitors, or Evacuation Assistants, so that information and training may be provided to replacements.

## Visitors with Disabilities

The sponsoring individual of a PWD visiting a CDC facility shall be directly responsible for ensuring their evacuation during an emergency.

## Emergency Communication Systems

In the event of a fire, explosion, toxic chemical release, bomb threat or other emergency, building occupants will be notified to evacuate the building via one of the following communication systems:

- **Building Fire Alarm System**

The building fire alarm system is activated during fires, explosions, or other emergencies.

- **Public Address System**

Repeated announcements of the emergency situation will be made over the buildings public address (PA) system where available.

- **Megaphone**

To be used for communication at leased facilities without audible alarms, or by security personnel to advise occupants...

- **Weather Alert Radios**

Located and monitored at security or administrative locations to provide immediate notification of inclement weather conditions.

**NOTE:**

The building fire alarm and public address systems shall not be activated in the event of a gas leak inside of a building, unless directed by Security, Local and Federal Police, and Senior Level Management. Electrical equipment should not be turned on or off. Occupants shall be informed by "Voice Notification" to evacuate the building.



## Designated Assembly Areas

Designated Assembly Areas have been assigned to each CDC/ATSDR facility. They should be 300 feet from the nearest building to ensure that occupants are at a safe distance away from buildings during emergencies, and to facilitate the accounting process of personnel.

### Exceptions:

- If the facility is unable to accommodate the minimum 300-foot requirement, occupants will assemble at the maximum distance allowed.
- In the event of an emergency evacuation due to a bomb threat or suspicious package, occupants may be directed by Security, Local and/or Federal Police and Senior Level Management to alternate Assembly Areas which provide for maximum safety and security, e.g., traffic may be interrupted by local authorities in order to allow occupants to cross the road to a safe distance.

# Occupant Emergency Evacuation Procedures

## FIRES and EXPLOSIONS

In the event of a fire, explosion, building occupants should:

- Stop work immediately and notify co-workers.
- Activate the nearest fire alarm pull station; call 9-911 and the security desk.
- Close the door, **but don't lock it**. Locking the door hinders search and rescue efforts of emergency response personnel.
- Proceed to the nearest exit and evacuate the building following all instructions from the Coordinators and Monitors.
- Proceed to the designated Assembly Area.
- Remain at the designated Assembly Area until the **ALL CLEAR** is received by Security Personnel for re-entry.

# Occupant Emergency Evacuation Procedures

## BOMB THREATS

In the event of a bomb threat, building occupants should:

- Get the attention of a co-worker to listen with you if possible,
- Remain calm and courteous,
- Keep the caller on long as long as possible, asking them to repeat themselves,
- Record every word and listen to background noises, caller's tone, voice, and speech pattern,

Ask the caller:

- When will the device explode?
  - Where will it detonate?
  - What kind is it?
  - What does it look like?
  - Who are you and who placed the device?
- Immediately notify security and your management and wait for instruction.

# Severe Weather Procedures

## THUNDERSTORMS

### WHAT IS A SEVERE THUNDERSTORM?

A severe thunderstorm is defined as a storm that produces hail at least  $\frac{3}{4}$  inch in diameter and/or winds of 58 mph or higher. These storms spawn tornados.

### PUBLIC WARNING NOTICATIONS:

**SEVERE THUNDERSTORM WATCH** - Severe thunderstorms are possible in the watch area. Remain alert for approaching storms.

**SEVERE THUNDERSTORM WARNING** - Severe thunderstorms are occurring in the warning area. Remain alert to signs of an approaching storm and seek shelter if threatening conditions exist.

## EMERGENCY RESPONSE PROCEDURES

In the event of a Severe Thunderstorm Warning, Coordinators and Monitors will:

- Inform all occupants of severe weather conditions,
- Inform all occupants not to use telephones except for emergencies,
- Move occupants into the interior of the building away from windows and doors if necessary,
- Provide evacuation instructions if damage has occurred to the building,
- Broadcast the "All-Clear" message when informed that danger has passed.

# Severe Weather Procedures

## TORNADO

### WHAT IS A TORNADO?

A tornado is defined as a violent rotating column of air in contact with the ground and extending from the base of a thunderstorm.

### PUBLIC WARNING NOTIFICATIONS:

**TORNADO WATCH** - Weather conditions are such that tornadoes are possible in the watch area. Remain alert for approaching storms.

**TORNADO WARNING** - A tornado has been sighted or indicated by weather radar. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.

## EMERGENCY RESPONSE PROCEDURES

In the event of a Tornado Warning, Coordinators and Monitors will:

- Inform all occupants of severe weather conditions,
- Move occupants into the interior of the building away from windows and doors,
- Direct occupants to take shelter in interior rooms and hallways on the lowest floor possible, or assigned tornado shelter(s),
- Provide evacuation instructions if damage has occurred to the building,
- Broadcast the "All-Clear" message when informed that danger has passed.

# Severe Weather Procedures

## FLASH FLOODS

### WHAT IS A FLASH FLOOD?

A flash flood is defined as a flood that rises and falls quite rapidly with little or no advance warning, usually as the result of intense rainfall over a relatively small area.

### PUBLIC WARNING NOTIFICATIONS:

**FLASH FLOOD WATCH OR FLOOD WATCH** - Flash flooding or flooding is possible within the designated WATCH area - BE ALERT.

**FLASH FLOOD WARNING OR FLOOD WARNING** - Flash flooding or flooding has been reported or is imminent - take necessary precautions at once.

**URBAN AND SMALL STREAM ADVISORY** - Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

## EMERGENCY RESPONSE PROCEDURES

In the event of a Flash Flood Warning, Coordinators and Monitors will:

- Inform all occupants of severe weather conditions,
- Move occupants away from affected areas to higher ground,
- Provide evacuation instructions if damage has occurred to the building,
- Broadcast the "All-Clear" message when informed that danger has passed.

## Request for Emergency Evacuation Assistance

**NOTE:** Completing the questionnaire is voluntary. Employees with disabilities or other medical restrictions that may significantly delay their immediate evacuation from a building during an emergency and/or who require an alternate evacuation route or designated Assembly Area should complete this form and forward it to the Office of Health and Safety at **M/S A-17** or call (404) 639-3112.

Employee Name: \_\_\_\_\_ C/I/O: \_\_\_\_\_

Facility: \_\_\_\_\_ Location (Bldg. & Rm.) \_\_\_\_\_ Telephone: \_\_\_\_\_

Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Disability Restrictions: (Check One)

- ☐ Mobility Impaired
- ☐ Medical Restriction/Disability
- ☐ Hearing Impaired
- ☐ Other: \_\_\_\_\_

Type of Assistance Requested (if known):

---

---

---

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

# OCCUPANT EMERGENCY PLAN

## Personnel Accountability Form

**Facility:** \_\_\_\_\_ **Building:** \_\_\_\_\_ **Floor:** \_\_\_\_\_

**Coordinator(s):** \_\_\_\_\_

**Monitor(s):** \_\_\_\_\_

**Evac. Asst.(s):** \_\_\_\_\_ **Date of Evacuation:** \_\_\_\_\_

NAME	C/I/O	Location (Rm.#)	Ext.	Mark if present @ Assembly Area



## OCCUPANT EMERGENCY PLAN

Evacuation Preparedness Self-Evaluation Checklist				
<b>NOTE:</b> All questions in this checklist should be answered with a yes, no, N/A (not applicable), or U (undetermined). For all answers that are not a yes or NA, the specific areas needing correction, the persons responsible, etc., should be noted in the comments column.	Yes/NA	No	U	Comments
<b>Evacuation Floor Plans:</b>  Are floor plans conspicuously posted on your floor?  Is each plan legible?  Are directions to stairwells and exterior exit doors clearly indicated?				
<b>Exit paths to stairwells and exterior exit doors:</b>  Were paths of exits relatively straight and clear of all obstructions?  Do emergency exit signs direct occupants to the emergency exits?				
<b>Elevators:</b>  Are signs conspicuously posted at and on elevators warning occupants not to use the elevator during emergency evacuation situations?				
<b>Emergency exit doors:</b>  Are all emergency exits properly identified?  Are all emergency exit signs illuminated?  Are any exit doors blocked, locked, chained, partially blocked, or obstructed by stored materials?				

## Evacuation Preparedness Self-Evaluation Checklist

**NOTE:** All questions in this checklist should be answered with a yes, no, N/A (not applicable), or U (undetermined). For all answers that are not a yes or NA, the specific areas needing correction, the persons responsible, etc., should be noted in the comments column.

**Yes/NA**

**No**

**U**

**Comments**

Do all emergency exit doors operate properly?

**Communications:**

Were fire alarms audible?

Was public address system audible?

Do all occupants know how to report an emergency?

**Assembly Area:**

Did occupants move swiftly to the designated Assembly Area?

Was personnel accountability conducted at the designated area? i.e., Personnel Accountability Form completed

**Additional Comments/Problems:**

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Facility: \_\_\_\_\_ Building: \_\_\_\_\_ Phone Number: \_\_\_\_\_

For further information:

**(404) 639-2453**

**Office of Health & Safety**